

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR0588488  
POSITION NO: 203881  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 02/18/14  
CLOSING DATE: 03/03/14

DEPARTMENT NAME / WORKSITE: Custodian (Temporary)  
DNR/Navajo Parks & Recreation Department - Monument Valley Tribal Park/Monument Valley, AZ  
WORK DAYS: Varies REGULAR FULL TIME: ☐ GRADE/STEP: Y54A  
WORK HOURS: Varies PART TIME: ☐ NO. OF HRS./WK.: \_\_\_\_\_ \$ 16,598.40 PER ANNUM  
SEASONAL: ☐ Duration: \_\_\_\_\_ \$ 7.98 PER HOUR  
TEMPORARY: ☒ \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under immediate supervision, performs a variety of routine custodial and janitorial work; performs routine cleaning duties in the offices, restrooms, Port john facilities; keep facilities sanitized, maintains all facilities by sweeping, mopping, dusting, vacuums the offices, conference rooms, restrooms; empty and reline trash bins, refills soap, towel and tissue dispensers, clean windows, maintains and orders janitorial supplies; secures all janitorial supplies; maintains awareness of safety conditions; prepares for special events on weekends or other scheduled events. Must have abilities available for large crowds. Secure doors on a daily basis. Responsibilities include collecting and disposal of trash in and around the park facilities; responsible for providing a clean environment for the general public and visitors to the park area; should be knowledgeable of occupational safety, health regulations and guidelines; ability to mix cleaning chemicals, utilize disinfectants, follow directions verbal and written; knowledgeable and answers to visitor's questions concerning the tribal park area, recreational area, and campground availability; provides direction of routes to travel throughout the area; inform staff and visitors of potential safety hazards; to know how to handle custodial equipment and tools and performs other related duties as assigned or required.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A high school diploma or GED; (*Preferred*) and one (1) year of custodial and janitorial experience.

*(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of care and maintenance of facilities; knowledge of occupational safety and health regulations and guidelines; knowledge of preventive maintenance and repair of equipment and tools used in the care of cleaning of facilities; knowledge of minor preventative maintenance and repair of facilities and grounds. Skills in maintaining a clean, safe working environment; maintain clean restrooms; skills in customer service techniques when responding to inquires and/or complaints; skill in safety of mixing, utilizing and disposing of chemicals and disinfectants; skills in operation of janitorial equipment, etc.; to be able to understand written and verbal communications; knowledgeable in utilizing cleaning materials, chemicals and other supplies; and skill in establishing and maintain an effective working relationships.

**License/Certification Requirements:**

Applicant must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**